

# SUDBURY GROUP OF THE THIRD AGE TRUST

## Minutes of the Executive Committee meeting

Tuesday, 14<sup>th</sup> December 2021

Present: Brian Orton, Chairman  
Janet Cruttenden, Secretary  
Bruce Clegg, Publicity  
Sue Campbell  
Dee Hoile  
In attendance: Dorothy Beal

Tony Lee, Treasurer & Vice-Chairman  
Jennie Leech, Groups Co-Ordinator  
Colette Bentley, Speaker Secretary  
Nicola Godwin  
Richard Thomas

Bruce informed the Chairman he needed to leave the meeting at 11.35 and Sue said she had to leave at 11.50.

- 1) Apologies for Absence: John Freeborn, Brian Hemmings
- 2) Minutes of the Meeting held on Tuesday, 12<sup>th</sup> October 2021  
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising from 12<sup>th</sup> October 2021 meeting
  - 4 Dropbox – *Tony informed the meeting that Dropbox was now chargeable at £7 per month for multiple users. He had also contacted Microsoft but had not received a reply. Tony was happy to continue using his Dropbox access but Brian said from a security and succession point Sudbury u3a should take out a contract in their name. It **WAS AGREED** Tony should set up a Sudbury u3a Dropbox account and manage this, giving access to key officers.*  
*Su3an Hand Delivery arrangements – Printed November Su3ans had been hand delivered. Tony said this had saved £60 on Indigo Ross' invoice, but at the time of the meeting he was unaware of how many envelopes had been posted*
  - 15 Text on map page of website to be linked to bus timetable BC ACTIONED
  - 4 Granary booking – 4<sup>th</sup> February 2022 – Group Leaders JC ACTIONED  
Town Hall – 10<sup>th</sup> March 2022 – New Members JC ACTIONED  
Prompt sheet for phoning New Members – *Worked has commenced and will be ready for our February meeting* BO/JF  
Frequently asked Q&A list for meeting & website JL/BC/BH ACTIONED  
2022 National Event and August Speakers Meeting – *Brian said we had several events planned for 2022 without arranging something specific for the National Event. He had contacted the Rugby Club with our meeting dates for 2022 and was waiting confirmation that they were booked in. The Hive was a possibility for our August meeting provided installation of a screen and projector were in place, otherwise the Granary was an option.*  
Hacking of e-mails RT/JL/BO ACTIONED
  - 7 November Speakers meeting arrangements JC/CB ACTIONED
  - 8 Recent changes to Group Leaders for website and Programme Card  
JL/RT ACTIONED
  - 12 Removal of Network Matters from agenda JC ACTIONED
  - 13 New Model Constitution – speak to contacts BO/RT ACTIONED
  - 14 Circulation of National's GDPR Policies – *covered in Chairman's report to be dealt with under AoB*
  - 15 1<sup>st</sup> Aid Talk/Defibrillator Demonstration b/f to a 2022 meeting

4) Chairman's Report

Previously circulated. Brian said five matters he wished discussed were on the agenda: Adoption of u3a New Model Constitution; Group Leaders 'Thank You' – 4<sup>th</sup> February; AGM – 22<sup>nd</sup> February; New Members meeting – 10<sup>th</sup> March and Sudbury on – 5<sup>th</sup> March.

Brian said that in view of the changing situation did we need to review our current Covid policy and issue further advice to Groups Leaders and our membership? Following discussion, it **WAS AGREED** that Jennie would write to all Group Leaders confirming our policy. When groups meet in a home it is for the host to decide on wearing face masks. When meeting at a venue groups should follow the venue's policy. Individuals may wear masks if they so wish. Jennie will also confirm in her note that our policy is set out on the website. **ACTION: JL**

5) Treasurer's Report

Previously circulated. Tony confirmed that he had a busy month making payments. At year end we would probably be about £2,500 down on budget and it looked as though we may be in the same position next year. There were no questions on the accounts.

Brian informed the meeting that we had been notified of a bequest of £1500 to spend on members, the funds have yet to be received.

6) Secretary's Report

The secretary had not tabled a report.

7) Speaker Secretary Report

Colette asked for the committee's agreement to move the 2023 AGM speaker from Anne Grimshaw to Charles Garland for a more light-hearted note. It **WAS AGREED** to invite Charles and move Anne to later in the year. Colette had heard from our March speaker that he was now unable to speak at this meeting. She had approached Colchester Zoo and Andy Moore had agreed to speak on "The History of the Zoo, Current and Future Projects" for a fee of £70. Bruce said his sister was an Astronomer at Cambridge and he would approach her to see if she would be willing to speak during 2023. **ACTION: BC**

8) Group Co-ordinator's Report

Previously circulated. Jennie confirmed she had received interest in starting two new group activities from members. She also confirmed that all Group Leaders should forward her a risk assessment when holding a meeting in their home. One group leader was unwilling to do this. Jennie agreed to liaise with Richard to take a risk assessment form to this group leader to assist her with completing it. **ACTION: JL/RT**

9) Membership Secretary's Report

Prior to the meeting John had advised that the membership now stood at 816.

10) Webmaster's Report

The webmaster had not tabled a report.

11) Communications

Bruce's report had been previously circulated. Bruce had bought with him the Welcome Pack which he had personalised to our u3a. He will email the relevant Sudbury text to the committee, take on board any comments and make any necessary changes before contacting estate agents with this document and our leaflets. **ACTION: BC**

Brian said that the organisation of the last edition of Su3aN had been difficult for a number of reasons including having too many articles which created problems as to which items to leave out and the printer needing more time.



12) Adoption of the New Model Constitution

Brian reiterated the points received on this document from a member with legal experience. Bruce confirmed his objections had been resolved. Richard was also happy to proceed with this new model constitution. Brian said there was a 3-year period for the new Constitution to be fully in place by 2025. We did not propose to have a written policy on reserves, these will be agreed and minuted each year when discussing the budget. Our procedure for signing off payments will not change to an electronic method.

The committee **AGREED** that a request was made through Barbara Cordina to National to approve the inclusion of point 7(iv) and (v) in our present constitution into the new Model Constitution.

**ACTION: JC**

13) Group Leaders Thank You – 4<sup>th</sup> February 2022

The committee discussed the logistics of this event. The Granary had been booked from 13.30 – 16.30. It was felt that a 2-4pm meeting was too early for tea & cakes, but too late for a buffet lunch. Janet was asked to change our reservation to start from 12.30 in order invites could be sent for a 1pm start. The Granary glasses and crockery to be requested. **ACTION: JC** Alcohol and soft drinks together with a finger buffet prepared by The Bridge Project to be served. Janet to obtain quote from The Bridge for 50 persons.

**ACTION: JC**

Brian to welcome and thank group leaders. An information/publicity material pack to be prepared for GL's to take away.

**ACTION: BO**

Win will arrange a picture quiz.

Jennie to contact group leaders to ascertain who has badges/or would like a new one and what wording they wish to have on it. Invites to go out in early January with wording along the lines of "a thank you lunch to all our Group Leaders in appreciation for all their hard work over the past year"

**ACTION: JL**

The layout of tables and chairs will be such to allow members to circulate and have informal discussion.

14) Members Items/AOB

**Holiday Requests**—The Committee confirmed their approval to the request for a day trip to Norwich either to go into the city or visit the Grayson Perry Exhibition at the Sainsbury Centre.

Due to the length and complexity of some of the agenda items an additional meeting will take place on Tuesday, 11<sup>th</sup> January 2022 at 10am to discuss time critical events:-

Group Leaders 'Thank You'; AGM; New Members meeting and Sudbury on Show

The meeting closed at 12.05.

Date and time of next scheduled committee meeting

8<sup>th</sup> February 2022 at 10 am

Signed

Brian Orton, Chairman

Date

8.2.22